

IPM CRSP
INTEGRATED PEST MANAGEMENT
COLLABORATIVE RESEARCH SUPPORT PROGRAM

POLICY AND OPERATING PROCEDURES

September 1997

IPM CRSP
Management Entity
Office of International Research and Development
Virginia Polytechnic Institute and State University (Virginia Tech)
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Program Structure and Mode of Operation

An overview of the Integrated Pest Management Collaborative Research Support Program:

IPM CRSP is an initiative of USAID. Its purpose is to foster IPM through collaborative research between U.S. and LDC institutions for their mutual benefit by improving their abilities to develop and implement economically and environmentally sound crop protection methods. Participating IPM CRSP U.S. institutions include Lincoln University, Montana State University, Ohio State University, Penn State University, Purdue University, Rodale Institute Research Center, University of California/Berkeley, University of Georgia, USDA Vegetable Lab, and Virginia Tech. The active prime site host country institutions are Agri-Lab, ALTERTEC, CARE, ICTA in Guatemala, CARDI in Mali, the Ministry of Agriculture in Jamaica, IER in Mali, and NCPC/UPLB in the Philippines. The Satellite Sites include Ecuador, Honduras, Haiti, Uganda, and Thailand. The International Agricultural Research Centers (IARCs) participating in the IPM CRSP include AVRDC in Taiwan, IRRI in Philippines, CIAT in Colombia, and CIP in Peru. In addition, regional networks, NGOs, PVOs, private sector companies such as Kroger and Caito Foods, and other CRSPs are involved in the host country activities of this CRSP.

The IPM CRSP fosters participatory, interdisciplinary IPM research, training, and information exchange programs that will be adopted in (1) horticultural export crop production in Latin America and the Caribbean, (2) semi-arid transitional systems in the Sahel, and (3) innovative programs for rice-based food systems in Asia. The activities of the program are broad and comprehensive. They cover IPM issues on insects, diseases, weeds, and nematodes on both field and horticultural crops. The broad project activity areas include technical as well as economic, policy, and socio-cultural issues as related to IPM.

Purpose and Authority of the Policy and Operating Procedures

The purpose of the Policy and Operating Procedures is to provide a clear understanding of management procedures to CRSP participants.

Authority for Policy and Operating Procedures for the IPM CRSP is contained in Grant No. LAG-4196-00-from USAID\W to the Management Entity, Virginia Polytechnic Institute and State University (Virginia Tech). The grant document contains the Schedule, Program Description, Standard Provisions, Special Provisions, USAID Eligibility rules and CRSP Guidelines (developed by BIFAD, 21 June 1985 revision; and the 2 November 1989 change to the Guidelines). This Grant extends the authority for the IPM CRSP from 29 September to 28 September 1998 with possible extension of an additional five years.

In case of discrepancies between the Policy and Operating Procedures and the Grant, the Grant document described in paragraph 2 above takes precedence.

Organizational Structure

Virginia Polytechnic Institute and State University (Virginia Tech) is the Management Entity (ME) for the IPM CRSP and is the primary grantee of USAID. The ME is accountable to USAID for the IPM CRSP programmatically and fiscally.

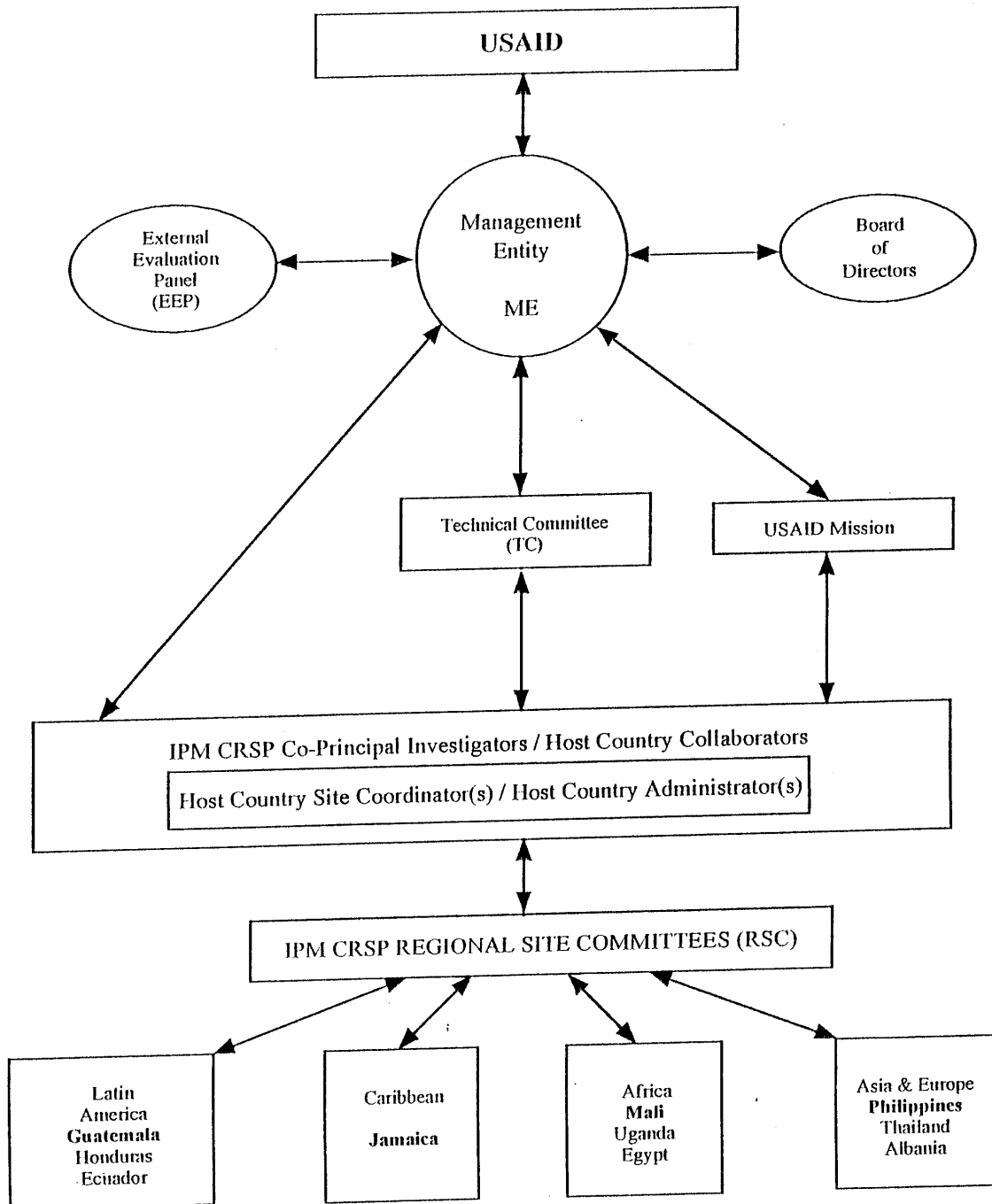
Certain programmatic and fiscal responsibilities are delegated from the ME to participating U.S. and host country institutions through subgrants for research projects between individual U.S. scientists and their host country counterparts. Current participating U.S. institutions are: Lincoln University, Montana State University, Ohio State University, Pennsylvania State University, Purdue University, Rodale Institute Research Center, University of California/Berkley, University of Georgia, USDA Vegetable Laboratory, and Virginia Tech.

The collaborating host countries and institutions are Ecuador (INIAP); Guatemala (Agrilab, Altertec, CARE, and ICTA); HONDURAS (EAP); Jamaica (CARDI); Mali (IER); Philippines (PhilRice, NCPC/UPLB); Thailand (Department of Agriculture); and Uganda (Makerere University).

Collaborative research arrangements between participating U.S. and host country institutions are governed by a Memoranda of Understanding (MOU) between the host country and IPM CRSP. The MOU creates the official environment in which U.S. PIs can initiate and carry out collaborative research in a host country. The MOU also creates the official environment under which "Host Country Projects" are identified and implemented. Host Country project funds, managed by either the ME or a U.S. participating institution, flow to the country program in support of collaborative research activities at the host country level. This augments the capability of the host country institutions to collaborate with the overall IPM CRSP.

The Board of Directors of the CRSP serves as the top management/policy body for the CRSP. The Technical Committee (TC), the Site Committees (SC), External Evaluation Panel (EEP) and the USAID Project Manager of IPM CRSP and other members in the Global Bureau advise and guide the ME and the Board in areas of policy, technical and program management, collaborating host country coordination, budget management, and review.

IPM CRSP Organizational Structure



Management and It's Advisory Groups

Management Entity (ME)

Virginia Polytechnic Institute and State University (VirginiaTech)

Office of International Research and Development (OIRD)

Dr. S.K. De Datta, Director and Principal Investigator

Dr. Brhane Gebrekidan, Program Director

Dr. Gregory C. Luther, Assistant Program Director

Margaret Zelinski, Administrative Assistant

USAID/W PROJECT OFFICER:

Robert Hedlund

Board of Directors:

Tom Payne, Chair

Jennifer Sharp

Ikbal Chowdhury

S.K. De Datta

Dean Jansma

Ed Kanemasu

Santiago Obien

David Sammons

Paul S. Teng

Bob Hedlund (Ex-Officio)

Brhane Gebrekidan (Ex-Officio)

Gregory C. Luther (Ex-Officio)

The Ohio State University

USDA Vegetable Laboratory

Lincoln University

Virginia Tech

Pennsylvania State University

University of Georgia

Philippines Rice Research Inst. (PhilRice)

Purdue University

International Rice Research Inst. (IRRI)

USAID, IPM CRSP Project Manager

IPM CRSP Program Director

IPM CRSP Assistant Program Director

Technical Committee (TC):

George Norton, Chair

Ron Carroll

Florence Dunkel

F.W. Ravlin

Mark Erbaugh

Charlie Pitts

Ed Rajotte

Glenn Sullivan

S.K. De Datta (Ex-Officio)

Bob Hedlund (Ex-Officio)

Brhane Gebrekidan (Ex-Officio)

Gregory C. Luther (Ex-Officio)

Virginia Tech

University of Georgia

Montana State University

Virginia Tech

Ohio State University

Pennsylvania State University

Pennsylvania State University

Purdue University

Principal Investigator

USAID, IPM CRSP Project Manager

IPM CRSP Program Director

IPM CRSP Assistant Program Director

External Evaluation Panel (EEP):

Melvin G. Blase

Donald Plucknett, Chair

Sonny Ramaswamy

Douglas Rouse

University of Missouri

Agricultural R and D International

Kansas State University

University of Wisconsin

Regional Site Committees:

Latin America

Glenn Sullivan, Chair
Ron Carroll, Vice Chair
C. Richard Edwards
Richard Fery
Gregory C. Luther
Sarah Hamilton
Steve Weller
Roger Williams
L. Asturias, Coordinator
Guillermo Sanchez
R. Guzman
R. Solorzano
A. Bonilla
Louis Calderon, Coordinator
J.A. Davila
M. Gonzales
H. Sagastume

Purdue University
University of Georgia
Purdue University
USDA Vegetable Laboratory
Virginia Tech
Virginia Tech
Purdue University
Ohio State University
ASIES
Univ. de Valle de Guatemala
Altertec
Altertec
ICTA
ICTA
ICTA
ICTA
ICTA

Caribbean

F.W. Ravlin, Chair
Charlie Pitts, Vice Chair
Frieda Eivazi
Clive Edwards
George Greaser
J.R. Bohac
J.A. Thies
Richard Fery
Hal Harrison
Dyremple Marsh
David Sasseville
Sarah Hamilton
Glenn Sullivan
Herman Warren
J. Lawrence, Coordinator
D. Clarke
J. Lindsay
R. Martin
S. McDonald
D. McGlashan
M. Periera
J. Reid
M. Young
R. Murray
P. Chung
V. Edwards
D. Hutton

Virginia Tech
Pennsylvania State University
Lincoln University
Ohio State University
Pennsylvania State University
USDA Vegetable Laboratory
USDA Vegetable Laboratory
USDA Vegetable Laboratory
USDA Vegetable Laboratory
Lincoln University
Lincoln University
Virginia Tech
Purdue University
Virginia Tech
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CARDI
CARDI
CARDI
MOA
RADA
RADA
UWI

Africa

Mark Erbaugh, Chair
Florence Dunkel, Vice Chair
Sarah Hamilton
John Caldwell
C. Richard Edwards
Chester L. Foy
Brhane Gebrekidan
Dan Taylor
Herman Warren
Hal Wlilson
Amadou Diarra, Coordinator
Alpha Maïga
Soulika Bouré
Youssouf Diarra
Mme. Haoua Sissoko
Moussa Sissoko
Lassana Tigana
Mme. K. Touré Gamby
Sam Kyamanywa, Coordinator
Joseph Oryokot

Ohio State University
Montana State University
Virginia Tech
Virginia Tech
Purdue University
Virginia Tech
Virginia Tech
Virginia Tech
Virginia Tech
Ohio State University
IER
IER
IER
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IER
Makerere
Makerere

Philippines

George Norton, Chair
Ed Rajotte, Vice Chair
Sarah Hamilton
S.K. De Datta
James Litsinger
Sally Miller
V. Gapud, Coordinator
N.S. Talekar
K.L. Heong
T. Paris
A. Baria
V. Casimero
M. Casimero
S. Obien
R. Retales
L. Sebastian
I. Tanzo
A. Baltazar
A. Rola

Virginia Tech
Pennsylvania State University
Virginia Tech
Virginia Tech
Penn State University
Ohio State University
PhilRice
AVRDC
IRRI
IRRI
PhilRice
PhilRice
PhilRice
PhilRice
PhilRice
PhilRice
PhilRice
NCPC/UPLB
NCPC/UPLB

Management Entity

1. Purpose

The Management Entity (ME) is an institution with the legal status of judicial body that administers the grant from USAID and manages the total research program.

2. Staff

The Principal Investigator is overall in charge of the Project for Virginia Tech representing the ME. Virginia Tech employs a full-time Program Director and Assistant Program Director for overall leadership of the CRSP and other salaried support staff deemed necessary for overall implementation of the CRSP. Through acceptance of this Grant, the Management Entity University (Virginia Tech) agrees to provide other programmatic and fiscal backup to the CRSP.

3. Responsibilities

The ME is responsible to USAID for technical and administrative matters for the CRSP and for all fiscal matters relating to the grant, including the following activities:

- Receive and administer USAID grant funds for the CRSP
- Develop subgrant agreements with participating U.S. universities for approved projects
- Implement research programs in coordination with U.S., host country, and IARC institutions
- Lead and coordinate in the development of annual workplans and budgets through Regional Site Committees
- Develop Memoranda of Understanding with host countries and other collaborating institutions
- Account to USAID for program accomplishments and expenditures through quarterly and annual reports and other required reports
- Facilitate international travel for CRSP participants including necessary Mission and Country clearances
- Facilitate equipment purchase approval for the projects through the USAID/W Project Officer and the USAID Contracts office

- Develop an effective program management and fund use accountability system, which includes monitoring matching resources contributed by participating institutions
- Monitor programs and use of funds by participating institutions who are assigned responsibility for same through subgrants
- Develop and implement review and evaluation procedures to assure that the overall performance of the CRSP meets program objectives
- Coordinate events calendar, which includes implementation of all committee meetings and facilitating all meetings of the Board of Directors, Technical Committee, Regional Site Committees and the External Evaluation Panel
- Provide Leadership in the enhancement of financial resources other than the core grant, such as support from USAID Missions and negotiating "Buyin" activities for the CRSP
- Implement Board of Directors policies and recommendations
- Maintain records on all training, workshops, CRSP publications and buyins
- Represent the IPM CRSP in CRSP Council activities
- Participate in Board, Technical Committee, and Regional Site Committee Meetings
- Represent the CRSP to USAID/Washington and internationally
- Lead and coordinate the regular publication of newsletters, annual reports, workshop proceedings, etc.
- Facilitate development of and maintain computer communications linkages to all IPM CRSP institutions.

Board of Directors

1. Purpose

The Board of Directors deals with policy issues, reviews and approves workplans and proposed budgets, assesses progress and advises the ME on these and other matters. The Board helps the ME guide the CRSP, but does not mandate how it is run nor the direction it takes.

2. Composition

Representatives from US universities participating actively in the IMP CRSP shall constitute the Board of Directors. Choice of person and term of appointment is at the discretion of each institution. The representative of the ME University (Virginia Tech) will be a permanent member of the Board.

The CRSP Program Director, Assistant Program Director, and the USAID Project Manager shall serve as ex-officio members of the Board. A quorum consists of 60% or more voting members present. A majority vote of members present is required for actions to be of service will range between two or three years, to insure continuity. Individual service time will be determined by consensus of full Board.

The Board of Directors will elect a Chair on an annual basis, with duties beginning September 29. The Incumbent may be re-elected. The ME serves as the executive secretariat to the Board.

3. Responsibilities

The Board of Directors is responsible for overall programs and operations policy and budget approval for IPM CRSP. These include:

- Assist in the establishment of annual and major review processes
- Provide the ME with advice on program policy issues
- Recommend budgets, cost sharing and other commitments of the participating institutions
- Assess the content and balance of the program and the adequacy of funding and resources
- Approve the addition or deletion of component projects and program elements and changes in program objectives, U.S. institutions and investigators, host countries and host country work sites, and host country investigators
- Review the progress and accomplishments of the program, including reviews by the EEP and other major reviews
- Review budget allocation to collaborative research projects, collaborative host country research support, the ME management office and other appropriate activities
- Review and recommend the composition of membership on the Technical Committee and the Regional Site Committees

- Review nominations and composition of the External Evaluation
- Participate in External Evaluation Panel reviews, USAID/W reviews and other CRSP activities as appropriate and as funds permit
- Board should give written appraisal of general performance of ME

4. Meetings

The Board will meet at least once annually. The ME, in consultation with the chair, determines the date and location of the meetings. Meeting agenda will be developed jointly by the ME and the Board Chair and sent to members along with supporting material in advance of the meeting. Board meeting minutes will be distributed and acted upon at the following meeting. The Board will make an effort to rotate meetings among participating university sites in the U.S., or other appropriate locations to interact with investigators or other groups.

5. Action without Meeting

Meetings may be held by conference telephone. Any action required or permitted to be taken by the Board may be taken by a mail ballot without a congregate meeting if members of the Board, individually or collectively, consent in writing to such procedure. Actions duly taken without a congregate meeting will be recorded and will have the same force and effect as an action or resolution duly adopted at a meeting of the Board.

6. Fees and Compensation

Members of the Board shall not receive compensation for services as Board members, but reimbursement of expenses for attendance at each meeting is allowed.

7. Extent of Board of Director's Authority

While the ME has the authority to make the final decisions relative to program assignments, budget allocations and authorization, the ME should, in the collaborative spirit, carefully consider the advice and guidance of the Board and other CRSP advisory groups. Departure from the Board's recommendations by the ME should be justified, recorded and reported in writing to the Board by the ME.

TECHNICAL COMMITTEE

1. Purpose

The purpose of the Technical Committee (TC) is to review the research and training progress of the IPM CRSP, or components thereof, to develop workplans and budgets, to propose modifications in the program and to recommend allocations of funds.

2. Composition

The Technical Committee shall consist of the thirteen members. The US component will be eight members, consisting of the Chair and Vice Chair of each Prime Site, one host country representative and four ex-officio members, consisting of the Principal Investigator, the Program Director, Assistant Program Director and the Project Manager, USAID/W. There must be at least one representative from the lead institution for each site. These are currently Purdue University for Guatemala, Lincoln University for Jamaica, Ohio State for Mali, and Virginia Tech for the Philippines. The ex-officio members will not vote, but may participate in the discussions.

Chairs and Vice Chairs are voted on by the site committees. The Chair for each site must be from the lead institution for that site. There shall be no more than two voting representatives on the TC from any one institution.

NOTE: Discipline representation from entomology, pathology, weed science, crop improvement/management and socio-economics (if they are not represented by site chairs and vice chairs) will be ensured to maintain program balance and continuity

3. Responsibilities

- To review, develop a consensus and recommend to the ME and the Board of Directors, Annual Workplan and Budgets, submitted by Site Committees, for the CRSP.
- To provide input into coordination of programs in the U.S. and host countries.
- To provide input and assist the ME in preparing for EEP reviews of this CRSP and respond to EEP suggestions and concerns.
- To review projects and provide input to the ME and the Board regarding technical merits of projects for consideration in budget recommendations.
- To make recommendations to the Site Committees concerning the mix and level of disciplinary research at collaborating host country sites, including evaluation criteria.
- To provide input for quarterly and annual reports.
- To advise the ME and BOD regarding further program needs.
- To provide suggestions on how to globalize IPM research at host country sites.
- To participate in the development of IPM CRSP workshops, PI conferences, site workshops and other meetings that promote the global objectives of IPM CRSP.

4. Meetings

The TC shall meet at least twice annually. the Chair of the TC, in consultation with the ME, determines the date and location of the meeting. Meetings may also be held by conference telephone, if appropriate. Meeting agenda will be developed jointly by the ME and the TC Chair and sent to members along with supporting material in advance of the meeting. TC meeting minutes will be distributed within 30 days after the meeting and acted upon at the following meeting.

The attendance of at least 60% of members of the TC shall be necessary to constitute a quorum for the transaction of business. A majority vote of members is required for actions to be approved. The Chair has a vote on all issues.

5. Action Without Meeting

Any action required or permitted to be taken by the TC may be taken by a mail ballot without a meeting, if members of the TC individually or collectively consent in writing to such procedure. Actions duly taken without a congregate meeting shall be recorded and shall have the same force and effect as an action or resolution duly adopted at a meeting of the TC.

6. Fees and Compensation

Members of the TC shall not receive compensation for services as TC members, but reimbursement for expenses of attendance at each meeting is allowed.

7. Extent of TC Authority

The TC recommendations re reported in writing the the ME and the Board of Directors for further consideration.

Regional Site Committee (RSC)

1. Purpose

Primary responsibilities of each Regional Prime Site Committee (RSC) are planning and implementation of identified host country and U.S. collaborative IPM activities related to research, training and networking.

2. Composition

The membership on the RSC shall consist of the site chair (who shall always be from a U.S. institution), the principal investigators from each U.S. institution actively involved in that country, the host country coordinator, and the active IPM CRSP scientists from the host countries. The Chair of the RSC shall be appointed by the ME with the recommendation of the Board of Directors, and the composition of the committee shall be reviewed annually. Current Regional Site Committees are Latin America, Caribbean, Sub-Saharan Africa, and South East Asia.

3. Responsibilities

- Coordinate collaborative IPM research and institution building within the region
- Coordinate research and budgetary issues with the TC
- Develop annual workplan and budgets for the host country and the region and recommend the same to the TC, ME, and the Board
- Provide host country and regional research and training need recommendations to the ME and TC with special emphasis on host country student identification for training
- Provide input to collaborative activity in the broad geographical region and contribute to the IPM globalization goal of this CRSP
- Provide input and assist the ME and the EEP in planning and implementing host country and regional reviews
- Coordinate RSC activities with the TC

4. Meetings

The RSC shall meet at least once annually. Such meetings are generally held in one of the host countries of the region. The Chair of the RSC, in consultation with the ME, determines the date and location of the meeting. The RSC chair will strive to schedule these meetings in a cost effective way so that as many members as possible will attend. Meetings may also be held by conference telephone, if appropriate. Meeting agenda will be developed by the RSC Chair, in consultation with the ME and sent to members, along with supporting material in advance of the meeting. RSC meeting minutes will be distributed and acted upon at the following meeting.

The participation of 60% of the RSC members shall constitute a quorum for the transaction of business. A majority vote of members present is required for actions to be approved. The chair has a vote on all issues.

5. Action without Meeting

Any action required or permitted to be taken by the RSC may be taken by a mail ballot without a meeting, if members of the RSC individually or collectively, consent in writing to such procedure. Actions duly taken without a congregate meeting shall be recorded and shall have the same force and effect as an action or resolution duly adopted at a meeting of the RSC.

6. Fees and Compensation

Members of the RSC shall not receive stated compensation for services as RSC members, but reimbursement for expenses of attendance at each meeting is allowed.

7. Extent of RSC Authority

The RSC recommendations are reported in writing to the ME and the TC and eventually to the Board of the Directors for further consideration.

Regional Site Committee Chairs

1. Purpose

The RSC Chair, with the assistance of the Regional Site Committee, shall provide leadership in overall coordination of the CRSP activities in the host country or region and establish working relationships with host country research institutions, International Research Centers, USAID Missions, U.S. and host country scientists, students, other CRSPs, and organizations (NGOs, donors, etc.) in the interest of the IPM CRSP.

2. Responsibilities

The responsibilities of the RSC Chair, in addition to the RSC duties , are as follows:

- Coordinate workplan development, budget planning and expenditures for collaborative in-country and in-region activities
- Coordinate and monitor the movement of IPM researchers/administrators to and from the U.S. and host countries
- Pursue other possible funding sources in addition to IPM CRSP such as USAID Mission, host government, and private industry funding
- Maintain active contact in the host country through travels and other means of communication
- Retain a current file of host country data and information
- Inform other IPM CRSP scientists of research needs and possible involvement in the region, either short-term or long-term through collaborative research and/or host country students
- Assist host country students who have an interest in IPM training to become involved in training opportunities as feasible
- Assure that on-site research equipment is properly shipped, used and maintained
- Organize data provided by IPM CRSP scientists that have collaborative activities in the host country or region pertaining to contacts, research programs, travel, student training, etc.
- In conjunction with the host country coordinator, submit an annual country or regional report and/or other reports as requested by the ME
- Inform ME of developments, progress, problems, special needs and provide input as requested by the ME for new and/or changes in host country MOUs
- Plan and implement IPM technical workshops and collaborative research planning meetings for the geographic region
- Pursue opportunities for coordination and networking of joint IPM research throughout the geographic areas
- Develop annual travel plans for the region

The RSC Vice Chair assists the Chair in these responsibilities and fills in for the chair whenever necessary.

External Evaluation Panel

1. Purpose

The External Evaluation Panel (EEP) is charged with overall evaluation of the IPM CRSP, which includes program direction and research collaboration with the host countries. The overall evaluation includes a review of projects and programs of the CRSP. The EEP provides a written evaluation and recommendation for retention addition, elimination, or modification of IPM CRSP component projects.

2. Composition

The EEP shall consist of 4-5 members representing a good mix of the disciplines of the IPM CRSP. Panel members shall be drawn from the U.S. and the international community. The term of office is for the initial grant period (until Sept. 28, 1998), with new members added on a staggered basis as members resign or are replaced. An EEP Chair will be selected by the EEP members and the ME, in consultation with the Board.

3. Appointment

Candidates for membership on the EEP are nominated by the ME and the CRSP Co-PIs. The ME evaluates the nomination list and then recommends names and alternate names to the Board of Directors. The Board further evaluates the names and the ME recommends a list of 4-5 candidates, through the Project Manager to USAID for approval. After receiving approval from USAID the ME makes the appointments of the EEP members.

4. Responsibilities

- Assure that the IPM CRSP maintains programmatic focus and effective scientific balance of research toward achievement of objectives
- Identify inadequate, irrelevant, or marginal activities to CRSP objectives
- Assess the balance of domestic versus overseas research in terms of effectiveness of solving constraints in developing countries
- Evaluate the cost-effectiveness of the entire CRSP operation in terms of actual cost of doing business versus cost of alternatives
- Evaluate the degree of success realized in the transfer of the results of research to users
- Report findings and recommendations annually to the ME Board, and USAID
- Conduct other timely evaluations which may be on-going or in-depth evaluations, with overseas and U.S. site visits being made as required

5. Meetings

The EEP will meet as necessary to plan for activities and develop recommendations. The ME, in consultation with collaborating institutions and the EEP, will develop a working schedule for comprehensive reviews by the EEP. The reports of the EEP are submitted to the ME, who in turn provide copies to USAID and the appropriate committees and the Board.

6. Fees and Compensation

Members of the EEP shall receive fees for services in accordance with provisions in the CRSP Grant from USAID and a day listing w/maximum allowance not exceeding USAID Consultants. Reimbursement for expenses incurred in conducting CRSP business is allowed.

7. Extent of EEP Authority

The CRSP should make full use of the EEP and its recommendations. The EEP recommendations may serve as the basis for bringing about salutary changes in the CRSP. In the event CRSP Management disagrees with the EEP's recommendations, the rationale for such disagreement shall be recorded by the ME and forwarded to USAID.

OPERATING PROCEDURES

Procedures for Enacting Organization Changes

During the lifetime of the CRSP and during the period of a grant, program priorities may cause substantial changes in the research program, such as adding or deleting a research site or U.S. institution, change in host countries or geographic region, or making major changes in the objectives of a project. The IPM CRSP will utilize its normal planning and review process, including input from the Board, the TC, the RSC, the EEP, the ME and the USAID Project Manager, and in accordance with the CRSP Guidelines, when adding, deleting, moving or substituting a project, institution or PI.

These Policy and Operating Procedures have been developed to help the IPM CRSP operate in a consistent and efficient manner. They may be changed at any time based on suggestions from any component of the IPM CRSP and subject to approval by the Board and the ME.

Change in Projects

Approval is needed from the ME, TC, and Board whenever there is a major change to the approved project objectives, research plan or budget. Reason for this action may include:

- a. Completion of project objectives
- b. Changes in country, regional, or global priorities
- c. Performance of the project below an acceptable standard
- d. Decreased USAID support for the CRSP which requires elimination of program components

Change in Co-Principal Investigators

When a Co-PI's role with a project is completed or a Co-PI moves out of that institution because of transfer or any other reason, the project will remain with the institution for the remainder of the budget year, subject to the institution submitting an interim plan of work to the ME for approval. The project then reverts back to the ME, TC and Board for consideration of reallocation of funds.

New Co-PIs can be added only by approval of the ME and the Board of Directors. Subgrants under the CRSP are with institutions, not individuals. New individuals can be brought into the CRSP as collaborating scientists, especially from within currently collaborating institutions, without ME and Board approval, but they will receive no CRSP funds. However, the ME should be informed of any such addition.

Change in Institutions

Participating institutions are competitively identified on the basis of their expertise in specific areas and their ability to conduct collaborative research in support of approved objectives. From time to time it may be necessary to change the institutional leadership of some projects. A participating U.S. or host country institution may be phased out or placed on inactive status because of:

- a. Completion of project objectives
- b. Change in status of co-principal investigator
- c. Changes in country, regional or global priorities
- d. The institution no longer has the resources to maintain its participation
- e. Performance of the institution below an acceptable standard
- f. Decreased USAID/W support for the CRSP which requires elimination of program components to remain viable

IPM CRSP FIVE YEAR CALENDAR

The Five Year Calendar establishes the series of events that require planning through the life of the grant. This provides planning time frame for all committees, groups and reviews of the program. (See attached page.)

IPM CRSP FIVE YEAR CALENDAR

	1994	1995	1996	1997	1998
January	10th-Quarterly Report Due to ME 28th-Quarterly Report Due to USAID	10th-Quarterly Report Due to ME 28th-Quarterly Report Due to USAID Send out call for workplan proposals	10th-Quarterly Report Due to ME 28th-Quarterly Report Due to USAID Send out call for workplan proposals	10th-Quarterly Report Due to ME 28th-Quarterly Report Due to USAID Send out call for workplan proposals	10th-Quarterly Report Due to ME 28th-Quarterly Report Due to USAID Send out call for workplan proposals
February	4-12 Mali (Stkhldr Mtg.) 6-11 Guatemala " 7-12 Jamaica " 26-3/2 Philippines "				
March	28th-Quarter Ends	EEP Meeting 28th-Quarter Ends 31st-Proposals Due to Site Chairs	EEP Meeting 28th-Quarter Ends 31st-Proposals Due to Site Chairs	EEP Meeting 28th-Quarter Ends 31st-Proposals Due to Site Chairs	EEP Meeting 28th-Quarter Ends 31st-Proposals Due to Site Chairs
April	10th-Quarterly Report Due to ME 6-10 Workshop& TC Mtg. 28th-Quarterly Report Due to USAID	10th-Quarterly Report Due to ME 14-16 Workshops & TC Mtg. 28th-Quarterly Report Due to USAID	10th-Quarterly Report Due to ME 28th-Quarterly Report Due to USAID	10th-Quarterly Report Due to ME 28th-Quarterly Report Due to USAID	10th-Quarterly Report Due to ME 28th-Quarterly Report Due to USAID
May		3-5 Board Meeting 15th-Draft Wkplan from Site Chair to TC Chair 19-23 Workshop & TC Mtg	15th-Draft Wkplan from Site Chair to TC Chair	15th-Draft Wkplan from Site Chair to TC Chair	15th-Draft Wkplan from Site Chair to TC Chair
June	19-7/2 Jamaica PA 27-7/21 Mali PA 28th-Quarter Ends 30-7/1 Board Meeting	Guatemala Site Workshop 28th-Quarter Ends	28th-Quarter Ends	28th-Quarter Ends	28th-Quarter Ends
July	8-23 Philippines PA 10th-Quarterly Report Due to ME 28th-Quarterly Report Due to USAID 28-8/1 Workplan "Draft" Due	10th-Quarterly Report Due to ME 28th-Quarterly Report Due to USAID 28-8/1 Workplan "Draft" Due	10th-Quarterly Report Due to ME 28th-Quarterly Report Due to USAID 28-8/1 Workplan "Draft" Due	10th-Quarterly Report Due to ME 28th-Quarterly Report Due to USAID 28-8/1 Workplan "Draft" Due	10th-Quarterly Report Due to ME 28th-Quarterly Report Due to USAID 28-8/1 Workplan "Draft" Due

August	7-20 Guatemala PA				
September	15-16 TC Meeting				
	28th-Workplan "Final" Due	28th-Workplan "Final" Due	28th-Workplan "Final" Due	28th-Workplan "Final" Due	28th-Workplan "Final" Due
	28th-Year Ends	28th-Year Ends	28th-Year Ends	28th-Year Ends	28th-Year Ends
	30th-Quarter Ends	30th-Quarter Ends	30th-Quarter Ends	30th-Quarter Ends	30th-Quarter Ends
October	10th-Quarterly Report Due to ME	10th-Quarterly Report Due to ME	10th-Quarterly Report Due to ME	10th-Quarterly Report Due to ME	10th-Quarterly Report Due to ME
	15th-Research Report to Site Chairs	15th-Research Report to Site Chairs	15th-Research Report to Site Chairs	15th-Research Report to Site Chairs	15th-Research Report to Site Chairs
	28th-Quarterly Report Due to USAID	28th-Quarterly Report Due to USAID	28th-Quarterly Report Due to USAID	28th-Quarterly Report Due to USAID	28th-Quarterly Report Due to USAID
	28-Annual Rpt. Due to ME*	28-Annual Rpt. Due to ME*	28-Annual Rpt. Due to ME*	28-Annual Rpt. Due to ME*	28-Annual Rpt. Due to ME*
November	28th-Annual Report Due	28th-Annual Report Due	28th-Annual Report Due	28th-Annual Report Due	28th-Annual Report Due
December	3-10 Uganda (Stkhldr Mtg.)				
	28th-Quarter Ends	28th-Quarter Ends	28th-Quarter Ends	28th-Quarter Ends	28th-Quarter Ends

***NOTE: Both Technical and Financial reports are due from the Co-PIs to Management Entity (ME)**

COORDINATION AND CLEARANCE OF INTERNATIONAL TRAVEL

Travel Request

Thirty days prior to travel, the ME is required to submit a written request to the USAID Project Manager for the IPM CRSP for any international travel funded through the grant. The "International Travel Request" form should be completed by the traveler, signed by the appropriate institution representative, and forwarded to the **ME no later than 40 days prior to travel.** Notification of approval will be forwarded to the traveler. Each Co-PI must follow their host country/university/institutions rules or regulations in both domestic and international travel.

International Travel Guidelines

All international air travel and shipments under this grant are required to be made on U.S. flag air carriers to the extent service by such carriers is available. The term "international travel" means travel to all countries other than those within the home country of the traveler.

Trip Reports

Within 15 days following the completion of each international trip, the traveler shall submit a trip report to the ME summarizing the accomplishments of the trip. If several individuals are traveling together to one site, a single report representing the group will suffice. The report shall include the purpose of the trip, participants, activities, technical observations, progress in meeting purpose of the trip, suggestions and recommendations for follow-up, if appropriate, and a list of contact persons with their title and organization affiliation. These reports are forwarded to the USAID Project Manager, host country USAID Mission, and appropriate CRSP collaborators.

A copy of the "International Travel Request" form follows.

IPM CRSP INTERNATIONAL TRAVEL REQUEST

(to be submitted to the ME 40 days prior to departure date)

Project Officer
USAID/G/EG/AFS/IAP
Washington, D.C. 20523-0214
Grant/Project No. LAG-4196-G-00-3053-00

Date: _____

Country/Activity No. _____

Approval is requested for the following international travel on USAID/IPM CRSP Grant funds:

Principal Investigator/Traveler	Title	Institution
---------------------------------	-------	-------------

Destination	Departure Date	Return Date
-------------	----------------	-------------

In-country contact person(s) (name(s), position(s), telephone numbers)
--

Purpose of Travel:

Background of Travel (i.e. Is this travel part of the annual workplan? Have host-country counterparts been informed of travel? When? How?):

Additional logistical or financial support required from the USAID

Country Mission. ____ Yes ____ No

You are required to notify the MISSION of your visit in advance. Has the MISSION been notified? ____ Yes ____ No

Approval:

Investigator/Traveler	Date
-----------------------	------

Institutional Approval	Date
------------------------	------

IPM CRSP Program Director	Date
---------------------------	------

PROCEDURES FOR EQUIPMENT PURCHASE

To purchase equipment on CRSP project or host country project funds, in compliance with the Office of Management and Budget's Circular A-21, the ME must obtain USAID Project Manager approval for the following:

1. Purchase of Special Purpose Equipment, which is defined as an article of nonexpendable tangible personal property, which is used only for research, medical, scientific, or other technical activities, and which has a useful life of more than two years and an acquisition cost of **\$1,000 or more** per unit.
2. Purchase of General Purpose Equipment, which is defined as an article of nonexpendable tangible personal property, the use of which is not limited only to research, medical, scientific, or other activities (e.g., office equipment and furnishings, air conditioning equipment, reproduction and other equipment, motor vehicles, and automatic data processing equipment), having a useful life of more than two years and an acquisition cost of **\$5000 or more** per unit.

For equipment purchase and "IPM CRSP Equipment Authorization and Request to Purchase" form must be completed. Equipment requests need the rationale which identifies:

- a. Reason the item is needed---relating to stated project objectives
- b. Ownership and responsibility for maintenance, liability and operation costs--whether U.S. or HC, CRSP or collaborating institution expenses
- c. Availability of budgeted funds for purchase, shipping, etc.

If the proposed purchase has a non-U.S. source and/or origin, a justification for waiver will be completed on the reverse side of the Equipment Authorization form. This is a very lengthy process which must be absolutely necessary.

One copy of the completed form should be sent to the ME where it will be reviewed by the M.E. and the Director to confirm that the item requested supports research on identified project objectives and has been budgeted.

USAID/W approval for purchase (when required) will be transmitted in writing to the ME, who will forward copies to the Co-PI and designated Contracts and Grants Officer.

The ME will not process equipment purchase authorization requests for items already purchased. Without USAID/W approval for purchase, equipment costs will be disallowed by Federal auditors. These costs will then be borne by the U.S. lead institution or that entity or individual responsible for authorizing the purchase.

A copy of the "Equipment Authorization and Request to Purchase" form follows.

IPM CRSP
EQUIPMENT AUTHORIZATION AND REQUEST TO PURCHASE

To: Management Entity (540) 231-3519
Project Officer, IPM CRSP
USAID/G/EG/AFS/IAP
Washington, D. C. 20523-0214

Date: _____

Grant No. LAG-G-00-93-3053-00

Co-Principal Investigator: _____

Institution/Project #: _____

_____ Item is Special Purpose Can be used only for research activities (i.e. microscopes, and other laboratory equipment). **Prior written approval by USAID/W contract office is required when the unit cost exceeds \$5,000.**

_____ Item is General Purpose Can be used for other than research use (equipment and furnishings, reproduction and printing equipment, motor vehicles and automatic data processing equipment) **Prior written approval by USAID/W contract office is required when the unit cost exceeds \$5,000.**

_____ Is this equipment **US source and origin**? Yes _____ No _____

_____ Item requires source and /or origin waiver if source (vendor) and/or origin (manufacturer) are other than U. S. Complete the justification for waiver on the next page.
Item(s) to be purchased _____

Quantity _____ Unit Price (U.S. \$): _____ Total Price: _____

Equipment will be used in what location: _____

Person(s) responsible for equipment: _____

Suggested Vendor and **Country of Source/Origin**: _____

Discussion/Justification

Was this equipment approved **in the workplan**? Yes _____ No _____

Which workplan year? 1 _____ 2 _____ 3 _____ 4 _____ 5 _____

IPM CRSP Program Director

Date

IPM CRSP Principal Investigator

Date

IPM CRSP Project Manager, USAID/W

Date

EQUIPMENT AUTHORIZATION

Source/Origin Waiver:

Justification: (Why must non-U.S. vendor/manufacturer be used? If purchase is made in Host Country, is it an "off-the-shelf" item? Are spare parts and qualified dealers/technicians available for maintenance?)

CRSP PUBLICATIONS

Bibliography

IPM CRSP Publications are one avenue the CRSP uses to help in the transfer of technology. **IPM CRSP Bibliography** including abstracts, journal articles, books, book chapters and proceedings, dissertations and theses, and miscellaneous publications by IPM CRSP PIs shall be prepared and updated at regular intervals.

Publications funded by the CRSP Grant should acknowledge USAID support with the following statement.

"The Integrated Pest Management Collaborative Research Support Program (IPM CRSP) is an initiative of the Agency for International Development (AID), Grant No. LAG-4196-G-00-3053-00, Title XII and the Board for International Food and Agricultural Development and Economic Cooperation (BIFADEC), the participating U.S. Universities and other collaborating institutions."

IPM CRSP Update

"**IPM CRSP Update**" is the CRSP quarterly newsletter published by the ME. Its purpose is to provide articles of information and interest to our network of collaborators. It includes accomplishments of our U.S. and host country PIs, new publications available, workshops and meetings, and items of special interest. Newsletter articles are requested from the PIs and our collaborators.

A copy of the newsletter submission form is on the next page.

IPM CRSP Update Submission Form

NAME:

TOPIC(s):

Note: *New Research Initiatives - Host Country topics - Awards/Appointments - Workshops/Meetings/Presentations - Training/Visiting Scholars - Travel (Destination, purpose, contacts, etc.) - other items of interest.*

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EMail: gluther@vt.edu

REPORTING REQUIREMENTS

This section outlines the reports required of the CRSP by USAID, indicating who is responsible for producing the report, and what the deadline is. The reporting forms are found in the Appendix section.

Annual Workplans

IPM CRSP proposed **Project/Country Workplans and Budgets** are requested from the Co-PIs by March 31 for the following project year. The workplan lists major research objectives and description of the project activities and output. These Workplans and Budgets are reviewed by the TC and implemented upon approval by the Board and USAID.

With the Workplans and Budgets, a call for **Graduate Student Training Report and Non-CRSP Funded Activity Report** are also made. The Student Training Report is used to document the number and types of training programs supported by the CRSP. The Non-CRSP funding report shows the buy-in activities, by other grants, state, government and private industry funding supporting IPM research work of the Co-PI. The formats for the reports are given in the Appendix.

Annual Reports

The **Annual Research Activity Report** and the **Annual Host Country Report** for the previous project year are due in the ME office by October 31. These Annual Reports will include a list of collaborators, objectives, technical IPM constraints, research approach, project and training output, networking activities, and a list of publications and presentations. A bullet or project highlight or impact statement is also requested to emphasize accomplishments to USAID and to facilitate preparation of other reports throughout the year. The grant requires the ME to submit an annual report to USAID no later than November 30 of each year.

With the Annual Research Activity Reports a final **Training Report** should be submitted to include complete and up-to-date information for our reporting requirements. The Annual Host Country Report, which indicates the country's training needs by degree, discipline, and possible nominations for training, should highlight program activities and achievements, including a list of collaborators, objectives, IPM constraints, research approach, research and training output, and a list of publications and presentations.

Trip Reports

See "International Travel Section"

Reports of Research Results

Data collected under the IPM CRSP are considered property of the CRSP until they are released by the CRSP; at that point, they become public domain. Release of data may take one of several forms, all described below. Before data are released, full sharing of all data collected is expected among all collaborating individuals and institutions. The scientists responsible for collecting data will reach a consensus about release of those data before they are released. Data may be released through publication in professional journals, through publication as IPM CRSP technical and annual reports, and possibly as raw data.

- Publication in professional journals is strongly encouraged. As is usual for such publications, order in which authors are listed will be decided among the involved researchers on a case-by-case basis. However, host country collaborating scientists must be included as authors or co-authors of the papers generated from the site research. All collaborators are expected to be involved with data collection, analysis, and preparation of the paper. Acknowledgment of the IPM CRSP and USAID is required in all publications.
- A series of IPM CRSP technical reports is anticipated. These reports generally will contain information that is important and is rigorously obtained, but which may not find acceptance in an academic journal. Guidelines for authorship would be the same as for journal articles.
- After publication and/or clearance with the involved researchers, data may be released by the CRSP through various means. These means would include response to specific requests and/or through Internet access.

IPM CRSP REPORTS AND DUE DATES

REPORTS	DUE DATE	DESCRIPTION
ANNUAL PROPOSALS for next fiscal year:	31-Mar	
Project/Country Work Plan	31-Mar	Workplans request major research objectives, description of activities and expected output
Project Budget	31-Mar	Line item budget by expense, country, and institution
Host Country Program Budget	31-Mar	Line item budget by expense, Host Country contribution
Non-CRSP funding (buy-in)	31-Mar	Sponsor, project objective and funding level
ANNUAL REPORT for previous fiscal year due to ME	15-Oct	
Research Report to Site Chairs	15-Oct	Report includes collaborators, networking, objectives, technical IPM constraints, research approach, project and training output, list of publications
Reports from Site Chairs to ME	15-Oct	
Site Overview Report	15-Oct	
Training Report	15-Oct	Training database information, Graduate Student Information Sheet
Training Status/Needs	15-Oct	Country training status and needs by degree and discipline
TRIP REPORTS	2 weeks after completion of trip	Purpose of trip, summary of accomplishments, technical observations, suggestions and recommendations, list of persons visited with their title and organization.

APPENDIX

Project/Country Work Plans
IPM CRSP Budget Guidelines
Project Budget Form
Country Program Budget Form
Proposed Student Training
Activities Supported by Non-CRSP Funding

Project Report Guidelines
Country Report Guidelines
Training Report

CRSP Quarterly Report Form

Call For Research Proposals

TO: All Co-PIs

FROM: All Site Chairs

SUBJ: Call for Co-PI Research Proposals for Year ____ Workplan of the IPM CRSP (September 29, 19__ - September 28, 19__)

Preparation of workplans under the IPM CRSP begins with the co-principal investigators and the site committees. Each investigator or group of investigators for a particular research activity should submit a two-page proposal with a budget to the appropriate site chair by March 31. A copy should also be sent to the chair of the Technical Committee and to the Management Entity. Each site chair will distribute the proposals received to other site committee members and hold discussions to develop the proposed workplan for the site. Each site chair will have a rough overall budget to stay within for the year's plan and will develop a first draft of a site workplan by May 15. The site workplans will be submitted by the site chairs to the overall Technical Committee for discussion and recommendations. The Technical Committee is responsible for preparing the overall plan and budget that incorporates all the site plans and provides for the agreed-upon balance of resources among sites and between U.S. and host country institutions. The Technical Committee will submit the plan and budget to the ME which will review them and forward them to the Board. The Board will recommend approval or modifications to the ME. Final responsibility rests with the ME. The first draft of the complete workplan is due at AID by July 29 and the final draft by September 29.

To facilitate the above process, we are asking all investigators to submit their two-page proposals and budgets by March 31 using the attached format. A proposal should be submitted even if the proposed activity is a continuation of work already underway. If any investigator plans to work in more than one site, he or she should submit separate proposals to the appropriate site chairs. Collaboration between and among U.S. and host country scientist is expected on most proposals. Graduate student involvement, particularly from the host country, is strongly encouraged. When Co-PIs from multiple institutions propose a joint research, responsibilities for each institution and Co-PI should be identified and separate budgets prepared for each institution for that research component. The lead individual for the research should be clearly identified.

IPM CRSP Proposal Format for Annual Research Workplan

- I. Title of Research Proposal: _____
- II. Scientist(s) Name: _____ Institution: _____
(indicate each _____
scientist if more _____
than one) _____
- III. New Research: _____ Continuation Research: _____
- IV. Objective(s): (one paragraph or a list)
- V. Description of Research Activity (approach): (one paragraph)
- VI. Justification (relation to IPM CRSP objectives and priorities): (one paragraph)
- VII. Relationship to other IPM CRSP activities at the site: (one or two paragraphs that relate the proposed work to previous and other current IPM CRSP activities at the site) (If this is a continuation activity, report progress on previous work and any adjustments to previously proposed research)
- VIII. Expected Output(s): _____
- IX. Expected Impacts: (impacts of the expected outputs)
- X. Projected Starting Date _____ (indicate month and year)
- XI. Projected Completion Date: _____ (indicate month and year)
- XII. Projected Person-Months of scientist time per year: _____

IPM CRSP BUDGET GUIDELINES

The following definitions should be helpful in completing the attached budget form:

- **Host Countries** - List the country(ies) you work "in", "for", or "on behalf of" in the column heading spaces provided on the form(s).
- **Host Country Expenditure** - funds expended exclusively "in", "for" or "on behalf of" Host Country IPM CRSP , i.e., LDC graduate student stipend, equipment for an LDC, salaries for staff or labor working in the LDC, etc.
- **Domestic Expenditures** - funds expended "in" the U.S. "for" general IPM CRSP, i.e., equipment for a U.S. lab, a U.S. graduate student stipend, part of or whole salaries for post-doctorates, secretaries, technicians, etc. working in the U.S.
- **Academic Scientist Staff** - U.S. University faculty in permanent or temporary positions working in the U.S. or an LDC.
- **Other Salaries** - Clerical or any hourly labor, i.e., work-study students or field workers.
- **Supplies** - chemicals, paper, tags, bags, diskettes, film, etc.
- **Equipment** - Computer, microscope, vehicle, incubator, etc.
- **Travel** - If you travel to Guatemala and back then your airfare will go under Guatemala; if you travel to Guatemala and Jamaica on the same trip, then 1/2 your airfare will go under Guatemala and the other half under Jamaica. All travel which is done exclusively in the U.S. will go under U.S.

BUDGET FOR ANNUAL RESEARCH PROPOSAL

IPM CRSP Year _____ (September 29, 19____ to September 28, 19____)

Research Project Title: _____

Institution/Country: _____

(Note: A separate budget needed for each institution involved in this activity)

Scientist(s): _____

	\$ Amount	% Spent in Host Country
A. Personnel (list by type):		
Salaried Staff:	_____	_____
Graduate Scientists:	_____	_____
Other Wages:	_____	_____
B. Fringes:		
Salaried Staff:	_____	_____
Other Wages:	_____	_____
C. Operating Expenses:		
Supplies:	_____	_____
Vehicle Rental:	_____	_____
Travel:	_____	_____
International	_____	_____
Domestic	_____	_____
Communications:	_____	_____
Other:	_____	_____
D. Equipment (list):	_____	_____
E. Total Direct:	_____	_____
F. Institutional Overhead (____%):	_____	_____
G. TOTAL:	_____	_____

Year ____ Proposed IPM CRSP Student
Training

Activity No.: _____ Co-Principal Investigator: _____ University: _____ Sept. 29, 19__ - Sept. 28, 19__

Student Name and Permanent Home Address	Degree Sought	Discipline	Gender	Funding Type*	Start Date	Anticipated Date of Completion

* *I = IPM CRSP core funded research assistantship*
O = Other Non-IPM CRSP source of funding but working on IPM CRSP project
P = Partial support on IPM CRSP project

Year ____ IPM Activities Supported by Non-CRSP Funding*

Project No. _____ Principal Investigator _____

Project Title	Objective of Project	Donor/Sponsor	Funding Level (\$)	
			Annual	LOP

***Example**

IPM of Parasitic Weeds in Vegetable Crops	Conduct research to develop multiple tactics for controlling parasitic weeds in vegetable crops.	McKnight Foundation	\$100,000	6/1/93-5/31/98 5 years; \$500,000
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IPM CRSP
Annual Research Report Guidelines
Year __, September 29, 19__ through September 28, 19__.

All reports must be **double spaced** and submitted on diskette (Microsoft Word or Wordperfect), with **two hard copies**. The format should be as follows:

I. Title of Research and Co-Principal Investigator(s) and their institutional affiliation (in general applicable joint authorship of US and host country scientists is expected)

II. Other Collaborating Scientists (Host Country and US)

Name, title and complete address of each collaborator. Collaborating scientists must be actively involved in your research activities and the achievement of your research objectives.. Other "cooperating" scientists can be mentioned in the networking section.

III. Summary or Abstract

This should be a brief **one page or less** summary or abstract of your research activity for the year. The summary should highlight the major achievement of the research for this reporting period.

IV. Objectives, IPM Constraints

- A. Project Objectives for this reporting period.
- B. IPM Constraints addressed.

V. Networking Activities

- A. Workshops you have helped plan and/or have participated in.
- B. Research Investigator Exchanges.
- C. Research information and product exchange. Could include the following:
 - 1. Impact of CRSP-produced or recommended technology, including crop protection inputs, manuals, brochures, etc.
 - 2. Assistance you have given to collaborating scientists with research equipment, supplies and/or other support.

VI. Publications and Presentations

List only publications relating to IPM and published since the last annual report. Give name(s) of author(s), year published, title of article, publication or journal name, volume and page numbers.

VII. Training Output

A separate page is attached. Fill in the requested information in the attached "Training Report" and return to the ME office with your annual report. List students on the project. **Include students permanent home country address.** Other training - post doctoral and short term (Identify clearly).

VIII. "Bullet" or Project Highlight [This should be a concise statement highlighting the main finding of this research]

(Example) An assessment of institutional, policy, and socioeconomic impacts of the Guatemalan snow pea/leaf miner quarantine at US ports-of-entry was completed. These assessments found that 98% of all communities in the main snow pea growing district of Guatemala were affected negatively by the crisis.

IPM CRSP Site Overview Report*
Annual Report Guidelines
Year __, September 29, 19__ through September 28, 19__

All reports must be **double spaced** and submitted on **diskette** (Microsoft Word or Wordperfect), with **two hard copies**. The format should be as follows:

I. Title of the Report

II. Authors

Name of U.S. Regional Site Chairs(s) and Vice Chair and their institutional affiliation.
Names of Host Country Coordinators(s) and their institutional affiliation.

III. Describe the Collaborative Program

- A. The way the program is organized, managed and implemented. Stress the interdisciplinary and multi-institutional nature of the site program.
- B. Discuss financial inputs from local USAID Missions and other sources of funding (if any) and how managed. What do these resources allow the program to do.
- C. Discuss collaboration with International Centers and other organizations.
- D. Discuss how jointly developed collaborative research plans of work are planned and organized.

IV. IPM Constraints Researched

- A. Give overview of IPM constraints in the country/region.
- B. Discuss selected examples of research progress and results pertinent to IPM.
- C. Discuss mutuality of research benefits to the Host Country and U.S.

V. Institution Building

- A. Research equipment, vehicles, reference books and research support funds provided for host country IPM research from the IPM CRSP core sources.
- B. Discuss examples of IPM CRSP trained host country researchers who have returned to their home country and the position they are working in.
- C. Discuss Host Country IPM scientists who have visited U.S. institutions and U.S. IPM scientists who have been in the host country during the year.
- D. Human resource development strategy. (Student Training Plan).

VI. Networking

How are research results spread among researchers in-country and to other countries in the region and to organizations that work with farmers?

VII. Research Accomplishments

Discuss research accomplishments at the prime site from the start of the program.
Update information from your last annual report.

*Note: Site chairs are expected to take leadership in preparing this report, with the assistance of vice chairs, host country coordinators, and all other IPM CRSP scientists active in the host country/region. Co-PIs submit their annual reports to site chairs by October 15.

IPM CRSP Training Report
(Graduate Student Information Sheet)
IPM CRSP Year _____

1. Name of Co-PI/Advisor: _____
2. Institution: _____
3. Research site: _____
4. Name and address of graduate student: _____

5. Nationality of graduate student: _____
6. Sex: _____
7. MS or Ph.D. program? and major field: _____
8. Degree program start date: _____ Estimated completion date: _____
9. Financial support for the graduate student in the Year ____ budget: \$_____
10. Percentage of student's total assistantship time funded by IPM CRSP in Year ____:_____
11. Projected need for assistantship support from the CRSP during remainder of degree program: \$_____
12. IPM CRSP appointment period:
Begin (date): _____ End (date): _____
13. Specific activities to be performed for IPM CRSP during Year ____ budget period:
14. Indicators of successful completion of each of these activities:
15. General statement of actual or expected thesis/dissertation topic:
16. Other comments:

**IPM CRSP Quarterly Technical Reporting Form
(no longer required by USAID)**

Grant LAG-4196-G-00-3053-00

Date: _____

Co-Principal Investigator and Project No: _____

Period covered by this report: From _____ to _____, 19__

1. List accomplishments relating to your project during this period.

2. Workshops/meetings/presentations; International travel & collaboration

3. Any other items of interest.

(Use additional pages as necessary)

These reports are due in the ME office the 10th of the month following the quarter
(January 10, April 10, July 10, October 10)

IPM CRSP Directory

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